

St Mary's
University College
Twickenham
London



Student Services Handbook 2011/2012

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Principal

Welcome to St Mary's and congratulations on choosing to come to such a distinctive and high value institution! At St Mary's we aim to prepare our students for flourishing lives and successful careers in a strong community of trust and respect based on our Catholic ethos and identity. The close proximity on our campus of the Library, the Chapel and the running-track symbolises our interest in helping you develop as a whole person while you are with us: to fulfil your potential intellectually, spiritually and physically. You will find that our staff will make themselves available to you and that we will soon get to know you as an individual, by name.

As you move through your chosen degree programme, we will be seeking to help you in a whole range of ways to ensure that your experience is successful and enjoyable and that any problems that you may encounter are very quickly resolved. In this Student Services Handbook 2011/12, which I am happy to introduce, you will find clear and accurate information on the services we provide. In each of these areas we work closely with the Student Union, which we encourage you to support. The Students' Union, whose building this year we will be refurbishing, offers its own range of services and between us we provide a network of support for all our students.

We recognise the many pressures on students today and that it is important that you know where to go in St Mary's for advice and support when you need it on any matter that concerns you.

Whatever service you use, our staff will be prepared to listen and to provide help and guidance. Please take time to read this Handbook carefully so you will know where to go and who to see if you need such help.

I wish you every success in the new academic year and in the rest of your time here at St Mary's.

A handwritten signature in black ink that reads "Philip F. Esler". The signature is written in a cursive, flowing style.

Professor Philip F. Esler FRSE, DD (Oxon)
Principal

The Student Services Centre

The Student Services Centre is located on the first floor in the University College main building not far from Reception. Whilst not all Student Services are in this main centre, they are located in close proximity and easily accessible. The Student Services Centre provides a range of professional and advisory services to support students including, Accommodation, Counselling and Student Funding.

Additional Services available outside the Student Services Centre include, Dyslexia & Disability Service, Medical Service, Resident Mentors Service, Careers Service, Chaplaincy, Security, Catering & Bar Services, Information Services & Systems, Design Print & Reprographics. Details of all the services available follow in the booklet.

The Student Services Centre Manager

Sue Whitham

Location: Student Services Centre

Room: E144

Tel: 020 8240 4189

The Student Services Centre Manager oversees the services available within the Student Services Centre, and is responsible for student care, support and guidance. Students are given support and assistance with any minor hassles or major headaches that may crop up along the way. The aim of all staff is to assist, guide and support students throughout their period of study. A close liaison is maintained between other staff members involved in pastoral care and support, such as, the Senior Warden, Chaplaincy, Security and the Students' Union.

Sue Whitham is:

- First contact for students and their families who need advice or assistance or when an emergency occurs.
- First 'port of call' for students with any personal concerns/problems who are uncertain where to find help. Sue has knowledge of and can advise on access to all Student Services within the University College and is the liaison officer to a number of external professional agencies and services e.g. Local Police, Community Health Services including Mental Health, Social Services etc.
- Sue can also assist with short-term leave of absence should you need to take time out of study.

If you have any concerns or uncertainties during your time at St Mary's, Sue or one of her team will be pleased to assist you.

Student Funding Service

Location: Student Services Centre
Room: E143
Tel: 020 8240 4048

The Student Funding Service offers assistance and general advice on bank accounts, budgeting, student loans and grants, dealing with debt, PGCE training bursaries and all aspects of student funding. The Service also administers the following:

Hardship Fund (Access to Learning)

This fund is provided by central government. Applications from home students with severe financial hardship are considered by the Access to Learning Fund Committee and any awards made are non-repayable. This fund is available to full-time undergraduate and postgraduate students and to part-time students who are studying at least 50% of a full-time course.

Additional Fee Support Scheme

Part-time students who have completed an Application for Part-time Student Support (PTG1) and have been given assistance towards their tuition fees can apply for help towards the balance of any fees that remain outstanding.

Application forms for the above funds are available from the Student Services Centre or can be downloaded from the University College website at www.smuc.ac.uk/moneymatters.

St Mary's University College Bursaries & Scholarships

A range of bursaries and scholarships are available to students new to higher education in September 2011. Please visit the University College website at www.smuc.ac.uk/moneymatters for further information.

Students with Dependants

UK Students with dependent children may be eligible for a Childcare Grant or the Parents' Learning Allowance. Students with adult dependant(s) may be eligible for the Adult Dependant's Grant. These grants are all means tested and students are assessed for these grants at the same time as for student loans and grants.

EU & International Hardship Fund

This is a cash-limited fund to provide limited financial assistance to EU and International students who are suffering from severe hardship or have an urgent unexpected financial crisis.

Application forms and Guidance Notes/Criteria are available from the Student Services Centre.

Accommodation Service

Location: Student Services Centre
Room: E145
Tel: 020 8240 4034

The Accommodation Service is available to all students and offers general advice and assistance on a wide range of housing issues for students living off-site or in Halls of Residence.

The services provided also include:

- The allocation of rooms in Halls of Residence.
- Assistance to short term overseas students requiring accommodation locally.
- Details of local estate/letting agents, landlords/landladies for students seeking accommodation in the area. A property list advertising houses/flats and lodgings is available to students on the college e-portal smuc.ac.uk/accommodation.
- A booklet, 'A Guide to Off-Campus Accommodation', which provides general advice and relevant information to students seeking accommodation locally, is also available on SIMMSpace (the student eportal).
- A list of reputable bed and breakfast/guest houses/hotel accommodation.

Student Fees, Accommodation and Tuition

Location: Ground Floor
(near main reception)
Room: G3
Tel: 020 8240 4035
Email: feesoffice@smuc.ac.uk

- Assists with queries regarding payments of accommodation and tuition fees.
- Raises invoices for both accommodation and tuition fees.
- Fee payments are accepted by, cash, bank draft, credit/debit cards and online payments.

Resident Mentors

The Halls of Residence have Resident Mentors and Student Senior Residents who also provide support and guidance to resident students. In addition, they ensure that resident students adhere to the 'Terms of Occupancy' as outlined in the Accommodation Contract.

List of Resident Mentors

N/A	5 Waldegrave Park
Ms R Libby Chiaa	9 Waldegrave Park 13 Waldegrave Park 15 Waldegrave Park
Andrew Mensah (Resident Mentors Co-ordinator)	17 Waldegrave Park 19 Waldegrave Park 21 Waldegrave Park
Jessica Hill	Cronin Hall Cashin Hall
Terry Docherty	33 Waldegrave Park 35 Waldegrave Park Clive Hall 'S' Section 'T' Section 'U' Section
Ben Solomon Matt Shurlock	De Marillac Hall De Marillac Hall
Dean Beaver	Doyle Hall Wiseman Hall
Hayley Legg	Graham Hall Wiseman Hall
Liz Newling-Ward	Old House (all Floors)
Nick Hall	16 Strawberry Hill Road

Counselling Service

Location: Student Services Centre
Room E147
Tel: 020 8240 4187

The University College employs professional counsellors to whom students can go to talk over, in confidence, any problem that is troubling them. To discuss if counselling would be helpful for you, you can contact us for an initial consultation by phone or by filling in a referral form outside room E147. If counselling is not appropriate we will assist you in finding the right kind of help. If you and your counsellor decide together that ongoing sessions might be helpful, we can offer up to six sessions.

Counselling can be helpful for anyone experiencing emotional difficulties. This may include feelings of not being able to cope, depression, anxiety, feelings of unhappiness, self harm, eating disorders, panic attacks, drug/alcohol abuse or difficulties with relationships and academic work. Counsellors do not offer advice or tell you what to do. Counselling is an opportunity to reflect on the underlying causes of your difficulties and make sense of the way that you are feeling. It aims to develop your capacity to work out solutions for yourself. The Student Counselling Service is open throughout the year, during term time and holidays.

Dyslexia and Disability Service

Location: Ground Floor,
Near Main Reception
Room: E12 (Administrator E9)
Tel: 020 8240 4353/4343
Text: 075135 29978

The Dyslexia and Disability Co-ordinator aims to provide confidential advice and support to those students who request it. This includes not only dyslexic and disabled students but those who have medical conditions which affect their studying as well as other specific learning difficulties such as dyspraxia and dyscalculia. The University College positively encourages students to disclose their additional requirements at the earliest opportunity so that individual adjustments can be discussed and the appropriate arrangements agreed.

Services on offer include:

- Accommodation adjustments (in Halls)
- Applications for funding – Disabled Students' Allowances (DSA)
- Diagnostic assessment for dyslexia
- Examination arrangements
- Individual specialist tutorials for dyslexic students
- Liaison with academic staff (only with student's consent)
- Specialist support – note takers, sign language interpreters
- General advice on disability matters.

The Health Centre

The Health Centre

Location: off the Rear Car Park

Tel: 020 8240 4100

The Health Centre is a branch practice of:
The York Medical Practice
St John's Health Centre
Oak Lane, Twickenham
Tel: 020 8744 0220

- The Health Centre offers students a nurse led health service with general practitioners in attendance.
- The Practice Nurse can treat minor ailments, issue repeat prescriptions and carry out all procedures normally available from your GP practice.
- There is a Doctor's surgery every weekday (during term time) with both male and female Doctors in attendance at the Practice Nurse is also present every weekday.
- All usual GP services are available including a travel clinic.
- Advice and help on any health matter is also available from the Practice Nurse.

We would like to stress that as in any GP surgery, the Health Centre at St Mary's is totally confidential. We are only able to register students living within the locality. Resident students are reminded that they must be registered with a local doctor.

For special appointments, afternoon and evening surgery, please contact the York Practice as above.

For out of hours please call:
NHS Direct 0845 4647

There is a walk-in centre at:
Teddington Memorial Hospital
Opening hours:
Monday-Friday 8.00am-10.00pm
Weekends and Bank Holidays
8.00am-9.00pm

For emergencies only please call 999 or attend A&E Departments at either:

West Middlesex Hospital
Twickenham Road, Isleworth
Tel: 020 8560 2121
or
Kingston Hospital
Galsworthy Road, Kingston
Tel: 020 8546 7711

Registry

The Registry provides a wide range of administrative services and academic support for all students, throughout your journey at St Mary's – from admission to graduation.

We are based on the ground floor of N Block opposite the Students' Union. Here is a brief outline of some of the services we provide:

Registration

We will send you registration information ahead of the new academic year and ensure all relevant information is available on the website and on simmspace.

Advice and Guidance

We are here to advise you on issues of academic progress and to ensure you have correctly registered for modules. We can help you with:

- appeals
- programme transfers
- withdrawal from study
- suspension of studies

Up to date records

It is vital that you let Registry know if any of your details change including:

- Change of address or contact details
- Change of course
- Change of modules

How else can we help?

We also provide:

- Council Tax exemption certificates
- Confirmation of student status for external organisations, e.g. banks, council offices etc.
- Help with Student Loan Company queries
- Criminal Records Bureau (CRB) Disclosure application service

To contact us:

Undergraduates:

Location: Room N45

Email: records@smuc.ac.uk

Phone: 020 8240 4028

Postgraduates:

Location: Room N46

Email: pgadmit@smuc.ac.uk

Phone: 020 8240 4241

Examinations Office

The Exams Office will help with queries on assessments and exams throughout the year. We ensure exam timetables, results and information for re-sits are sent to your student email accounts.

The Exams Office also handle all extenuating circumstances claims.

To contact us:

Location: Room N45

Email: exams@smuc.ac.uk

Phone: 020 8240 4031

or 020 8240 4032

For Extenuating Circumstances claims:

Phone: 020 8240 4374

Graduation

Each year Registry organises our Graduation Ceremonies; one Winter and one Summer ceremony. Details of the dates and venues are published on the website and you will automatically be invited on successful completion of your course.

For Graduation enquires:

Location: Room N45

Email: graduation@smuc.ac.uk

Phone: 020 8240 4168

Find Registry on simmspace under Programme Admin

Careers Service

Acting Head of Careers Service
Catherine Anderson

Information Officer
Marie Ayoola

Careers Advisors
Louisa Davies and Anna Colls

Tel: 020 8240 4055
email: careers@smuc.ac.uk
website: www.smuc.ac.uk/careers

JobOnline:
www.thecareersgroup.co.uk/smuc

Find St Mary's Careers on Facebook:
www.facebook.com/stmarys.careers

Our confidential service will help you whether you know what you want from a career or not. We can also help with part time work, volunteering opportunities, options for further/additional study, graduate schemes and international job opportunities.

Jobs

- We have information on hundreds of vacancies through 'JobOnline'. Come in and find out how to make the most of work opportunities aimed at St Mary's students. Vacancies include part-time, vacation, voluntary, full-time and graduate jobs, locally, nationally and internationally
jobonline.thecareersgroup.co.uk/smuc

Advice

- 'Drop in' advice sessions for initial queries, CV and application checks (15 minutes)
- Longer careers guidance sessions (one hour)
- One to one interview practice sessions for all (one hour)

Events

- The Teaching Fair
- Employer and alumni led careers sessions focussing, for example, on Sport or Media related careers
- Careers courses on sectors such as Charities and Development or Arts Administration
- Graduate recruitment and post-graduate study fairs

Information

Take away and reference materials on

- Occupations
- Work sectors
- Employers
- CVs, applications, interviews and assessments
- Further study
- And much, much more

About us

Using St Mary's Careers Service gives you full access to The Careers Group, University of London and its activities and resources www.careers.lon.ac.uk,

Catering and Bar Services

Refectory

Situated at the heart of the campus, the 'Ref' is open 7 days a week serving freshly cooked hot meals. It also has a retail area selling sandwiches, snacks, drinks, a few grocery items and stationery.

Dolche Vita Espresso Bar

This stylish continental style café has a more relaxed atmosphere with free wi-fi access. Enjoy Fairtrade tea, coffee, hot chocolate and a good selection of hot and cold snacks. Toasties and smoothies are very popular. Alcoholic beverages are also available.

Vending Machines

You have 24 hour access to snack and drink vending machines located around campus.

Bernie's Bar

Located in the Student Union building, it has a warm and friendly atmosphere. Quiz nights on Tuesdays are popular and there is also Sky Sports and a pool table.

Refectory Opening Times

Monday-Friday

Breakfast	8.00 am-9.15am
Lunch	11.45 am-2.30pm
Dinner	4.30 pm-7.30pm

Saturday & Sunday

Brunch	10.30am-12.30pm
Dinner	4.30pm-6.30pm

Monday to Friday

8.00am-6.00pm

Saturday

9.00am-5.00pm

Sunday

Closed

24 hour

Opening times are advertised every week

Chaplaincy at St Mary's

The Chaplaincy team would like to welcome you to St Mary's. The University College Chaplain, Fr Gerry Devlin, the Assistant Chaplain Ms Fiona Burns and the Chaplaincy Administrator, Mrs Kerry Anzollitto, are to be found in the Chaplaincy Centre which is situated on the edge of the piazza opposite the College Chapel.

The Chaplaincy team works closely with Student Services and is at the heart of St Mary's providing a focus for the community life of the College and offering pastoral care and support for all students. We have a Roman Catholic identity and Mass is celebrated on campus each day, the Chaplaincy has an inclusive mission and welcomes students from many different faith traditions and none. The Chaplaincy Centre, the University College Chapel and a Multi-Faith Prayer Room are centrally located and we provide good links with other local Churches. The Chaplaincy facilitates and organises study days, ministry training, outreach groups and social activities, everyone is most welcome to come along and participate.

The Chaplaincy fundraises each year for local, national and international charities, and we co-ordinate a wide range of outreach activities which involves students working with organisations providing care for young people and adults. Students have the opportunity to volunteer for placements and gain credits towards their final degree.

The Chaplaincy Centre is open every day and offers a warm and friendly welcome where students can feel 'at home'. The Centre has a 'Drop In Room' where everyone is welcome for a cup of tea or coffee, to meet others or talk with one of the Chaplains. The Chaplaincy team is committed to providing friendship and hospitality to all, our aim is for greater involvement of all students in making a lasting contribution to the growth and development of community life on the University College campus and beyond.

Please take time to call into the Chaplaincy Centre to meet with the Chaplains and get involved. Check out the programmes and services we have to offer, from our liturgies, to our service opportunities, to our small faith sharing groups. We would like to wish you every success in the new academic year and are looking forward to meeting you soon.

Contact numbers:

Chaplain

Fr Gerry Devlin

Telephone: 020 8240 4006

Email: devling@smuc.ac.uk

Assistant Chaplain

Ms Fiona Burns

Telephone: 020 8240 4002

Email: burnsf@smuc.ac.uk

Chaplaincy Administrator

Mrs Kerry Anzollitto

Telephone: 020 8240 4331

Fax: 020 8255 6190

Email: anzolitk@smuc.ac.uk

University College Weekly Liturgy Schedule

Sundays

11.00am (all year)

6.00pm (semester time only)

Monday, Tuesday, Wednesday, Thursday & Friday

Mass is celebrated in the Crypt Chapel located below the main University College Chapel, at 8.30am.

Sacrament of Reconciliation

After Mass on a Tuesday morning or call into the Chaplaincy Centre.

On a **Holy Day of Obligation** Mass is celebrated in the University College Chapel at 1.00pm.

Prayer Room

There is a **Multi-Faith Prayer Room** situated below the main University College Chapel

Students and staff of different faiths are welcome to come, pray, be still and enjoy some quiet time.

Mass for the beginning of the New Academic Year

Mass will be celebrated in the University College Chapel on **Wednesday, 28th September** at 12.15pm

This is an important date in our University College calendar, as it marks the beginning of our new academic year at St Mary's. The Principal Celebrant is Archbishop Vincent Nichols. The Chaplain and the Principal would like to extend an invitation to all students to come along to the Mass and pray for a successful year.

The University College timetable is suspended between 12noon and 1.30pm to give students the opportunity to attend the Mass.

Interfaith Week 2011

20th to 26th November

Carol Singing – Central London

1st and 2nd December 2011

Students travel by coach each evening leaving from the Reception at 6.00pm and returning from Central London at 11.00pm.

End of Term Christmas Candlelit Mass

Sunday 4th December at 6.00pm in the University College Chapel followed by a reception in the Dol.cHe Vita Café.

University College Feast Day Mass

Thursday 8th December 2011
at 5.00pm

Bishop Kieran Conry, Bishop of Arundel and Brighton, will be the main Celebrant at the Feast Day Mass. The Mass will be followed a meal in the Refectory for all who attend and then we will go to the Students' Union Bar for a social evening with live entertainment.

Christmas Carol Service

Monday 5th December at 7.30pm in the University College Chapel followed by mulled wine and mince pies in the Dol.cHe Vita Café.

Information Services

Director of IS
Martin Scarrott

Enquiries
Email: enquiry@smuc.ac.uk
Tel: 020 8240 4097

The Information Services and Systems department provides integrated library, IT and AV services. The main facilities are located in the Learning Resources Centre (LRC). During semester it offers a staffed service for 76 hours per week being open into the evening and at weekends. With proximity card entry there is access to IT facilities 24 hours per day.

There is a range of different study spaces including group, quiet and silent areas, and around 130 computer workstations. All students have access to the Internet, Microsoft Office applications and the University College email system and a wireless network is installed in the LRC.

The University College uses a virtual learning environment, 'SimmsCAPital' which facilitates distance learning and the sharing of experiences between students as well as access to some programme content, self-assessment tools and other learning support facilities.

The LRC holds around 120,000 books and subscribes to 450 printed journals. Many resources are available online. This includes the full text of thousands of online journals and daily newspapers available on or off campus from any internet-enabled computer.

Opening Times

The LRC is open during semester time from 08.15-21.00 Monday-Friday and 11.00-17.00 on Saturdays, 12.00-18.00 on Sundays. Access to IT facilities is available outside these hours.

The LRC is also open outside semester time from 09.00-17.00 Monday-Friday.

Design, Print and Reprographics

Location: **Ground Floor**
Room: **K11, K Block**
(Opposite the Students
Union)
Tel: **020 8240 4083/4289**

Opening Times

Monday to Friday

8.00am-5.15pm (Semester)

Monday to Friday

9am-5.00pm (Vacations)

We offer a comprehensive, competitive binding service for essays, projects and dissertations. We laminate work up to A2 and photocopy documents in colour, and black and white in addition we will assist with layout for projects and presentations.

We offer, where possible, a same day service to all students studying at St Mary's. Our prices are highly competitive, so please call in to see us for help and advice. We will be only too willing to help.

Photocopying

A4 £0.05 (reduced rates for high volume)

Colour photocopies

A4 £0.40

A3 £0.80

Laminating

A4 £0.50 (reduced rates for high volume)

A3 £0.80

A2 £1.50

Essay binding from £0.60

Dissertation binding £2.50

(with University College covers)

Prices for other work available on request.

Academic Tutors

On entry to the University College, you will be allocated an academic tutor from one of your programmes. This tutor will be able to give you advice on your studies and you will be able to discuss your progress with them.

The role of the academic tutor is:

- To oversee your academic progress throughout your time at St Mary's and to encourage you to reflect on your progress and make the most of the opportunities available to you;
- To be available as a point of contact for individual advice and support on your academic work;
- To act where necessary as a point of referral to the various support services within St Mary's if you are encountering personal difficulties;
- To provide a reference for a first appointment, if requested. You will be required to meet with your tutor on three occasions in level one and twice in levels 2 and 3. You can also book additional appointments if you should require support or assistance.

List of Schools

School of Communication, Culture and Creative Arts

Head of School
Prof Lance Pettitt

School Administrator
Wendy Bushnell
Ext 4249

School of Education

Head of School
To Be Advised

PA to Head of Education
Ann Pescud
Ext 4149

School of Human Sciences

Head of School
Dr Steve Talbot

Acting School Administrator
Christine Gilbert
Ext 4240

School of Management & Social Sciences

Head of School
Mr Adrian Wilkins

School Administrator
Louise Mooney
Ext 4018

School of Theology, Philosophy, & History

Head of School
Dr Anthony Towey

School Administrator
Samantha Chant
Ext 4198

Security

Security Office

Tel: 020 8240 4335

The Security Team operate a 24 hour service from the Security Office, adjacent to the main reception area. The role of the Security Team is to ensure that the buildings and campus that comprise St Mary's University College are a safe and secure area within which to study, live and work. This duty of care applies to all those who use the University College facilities throughout the year.

Responsibilities

- 24 hour contact point in case of emergency
- Fire alarms, extinguishers and drills
- Security of the Campus, it's users and the buildings that form the University College
- Issuing Office for all student ID cards
- Receipt and delivery of incoming mail & receipt of parcels
- Queries and issues concerning access
- Lost property
- Traffic control, including parking (there is not student parking available on campus)

Health and Safety

Location: Facilities Office

Room: E29

Tel: 020 8240 4263

The Health & Safety Office offers general advice, guidance and support to all University College staff, students and visitors.

The Health & Safety Officer is available to give advice which is both independent and impartial.

The Health & Safety Officer's responsibilities include:

- Providing fire & health and safety information to all resident students
- Co-ordinating general health & safety inspections
- Co-ordinating inspections of fire fighting equipment
- Co-ordinating regular fire drills throughout the academic year

The Students' Union

St Mary's Students' Union is run by students for students and every student is a member. It is led by the annually elected Students' Union President and the Athletics Union President who are supported by an Executive Committee and Council.

One of the key functions of the union is representation. The sabbatical officers are members of several University College committees and have great opportunities to give feedback and represent students' views to different members of staff, senior management and University College committees. The SU President will also work with students who may have any disciplinary or academic problems.

The Athletics Union President is responsible for the running of all sports clubs and social and cultural societies. The sports clubs represent St Mary's, many participating at a high level, within BUCS (British Universities and Colleges Sport) and enjoy great success. For a small University College, we are widely renowned as a force in UK university sport. The social and cultural societies provide the opportunity for alternative means of socialising, widening cultural horizons or meeting people to discuss and share similar interests.

The SU also adds value to the student experience by providing various weekly and annual social events. It provides a hub for a full and lively social life and creates a student community within which friendships are made and important networks are formed, allowing students to support each other through university and beyond.

The SU also has a shop as well as being the centre for information on NUS Extra cards, Oyster cards and discounts. We also have our own website, which includes information about all our activities and allows students to buy tickets for our events and to join our clubs and societies – www.smsu.co.uk.

The SU also provides advice and has an open door policy. If there is anything you would like to raise or discuss, or if you would like to get involved in any aspect of the SU, please contact us at any time. We are located on the first floor, above Bernie's Bar and the SU Hall, where you will find not only the Presidents' offices but also the main office and the Finance Officer.

We in the Students' Union work closely with Student Services and the Chaplaincy to provide the best support on welfare, safety and advice that we can and if we can't help, then we can point you in the direction of someone who can.

Your Union – your choice

At SMSU we want everyone to get involved. Even though the Sabbaticals and full time staff are responsible for the day to day running of the SU, your ideas are the ones that really make the difference. After all, we're here to give you the best possible experience during your time here at St Mary's. We're a friendly bunch, so come and say hello.

Students' Union Contact details

SU President

Jonathan Miller

Tel: 020 8240 4131

Email: supresident@smuc.ac.uk

AU President

Sam Grayson

Tel: 020 8240 4132

Email: aupresident@smuc.ac.uk

General Manager

Gary Coates

Tel: 020 8240 4131

Email: coatesg@smuc.ac.uk

Office Administrator

Linda Sherwood

Tel: 020 8240 4312

Email: sherwoodl@smuc.ac.uk

Finance Officer

Shakil Caunhye

Tel: 020 8240 4131

Email: caunhyes@smuc.ac.uk



St Mary's University College

Waldegrave Road, Strawberry Hill, Twickenham TW1 4SX

Switchboard 020 8240 4000 Fax 020 8240 4255

www.smuc.ac.uk